

SOA Council Meeting Minutes

October 1, 2018
In-Person Meeting

Attendees:

Officers and Council: Mark Bloom, Lily Birkhimer, Janet Carleton, Jillian Carney, Kayla Harris, Robin Heise, Cate Putirskis, Adam Wanter

Committee Chairs: Natalie Fritz (A&O), Andrew Harris (PIC), Stacey Lavender (EPC)

Welcome

In-Between Meetings Council Actions

- 9/4/18 – Lily motioned for SOA to support the State History Day awards in 2019 in the amount of \$200. Motion seconded, carried.
- 9/28/18 – Kristin motioned for approval of the August 28 council meeting minutes. Motion seconded, carried.

Business

A. RAAC-NCH membership

- a. 2-year initial membership is up; is SOA still interested in contributing our share? (has been \$100 annually)
- b. Some of the RAAC members are informal groups that don't charge dues and can't contribute (like MVAR)
- c. Robin motions to let RAAC know that SOA will offer to contribute not more than \$100 per year for the next two years
 - i. Adam seconds, motion carries.

B. Membership Committee

- a. Volunteer to chair committee: Matt Francis, Ohio Northern University
- b. Robin motions to appoint him
- c. Janet seconds, motion carries.

C. Outreach & Advocacy Committee

- a. Today is the start of Archives Month
- b. Working on I Found it in the Archives submissions

D. Update on search for lawyer regarding options for non-profit status

- a. Mark has a lead on a corporate lawyer friend, but has not made contact yet
- b. Adam has some contacts also
- c. Need to find someone from Ohio (but can be from anywhere in the state)

E. Strategic Planning

a. Strategic Planning Committee

- i. Membership should include VP (as President-elect) as well as Past President to provide continuity.

b. Review updated due dates and leads in draft Strategic Plan

- i. Mission statement has been updated on the website to match what's in this strategic plan document

c. Core values

- i. Education: keep as written

- ii. Collegiality: keep as written
- iii. Collaboration: keep as written
- iv. Advocacy: at previous meeting, had identified wanting to incorporate the prior 'Historic Record' value into this value
 - 1. Achieve this by adding the Historic Record statement onto the end of the existing Advocacy statement.
 - 2. Robin will update

d. Goals

- i. Robin has made some initial updates for Council to review

1. Strategy 1:

a. Goal 2: Membership

- i. Objective A: develop a mentorship program
 - 1. Should be presented at annual meeting by committee chair
- ii. Merge objectives D & E into objective B (objective B becomes: Increase membership and create a member benefits package)
 - 1. Also expand to try to get more non-archivists who are at archival organizations (i.e. like volunteers at local historical societies)
- iii. Objective C: add A&O committee to list of involved committees
- iv. Objective F: discussion on more Archives 101, online training; will add EPC to the list

b. Goal 3: Funding

- i. Actions will depend on what we learn from the lawyer

2. Strategy 2:

- a. Jillian suggests developing a procedure for better transferring info from outgoing to incoming committee chairs and council liaisons
- b. Janet: should each committee have staggered co-chair terms? (works well for EPC)
 - i. Another benefit to this would be that Council can better keep track of the timelines for leadership in each committee & could then plan better for collective needs
 - ii. With more people in co-chair roles, there would be a larger pool of folks with experience/knowledge when other roles need to be filled
 - iii. Make all co-chair terms 2-year (with one starting each year, so always staggered)
 - iv. SOA members would better understand what being a co-chair means, so recruitment would be easier

- because folks would know what they were getting into
- v. Send email to the full membership to recruit new committee members/co-chairs (as needed) for all committees
 - vi. Do the planning and recruiting now in anticipation of the changes starting in May 2019
 - vii. How are co-chairs selected?
- c. What do the Council liaisons do?
- i. Janet explained the history of this since about 2002
- d. Should the committee chairs just attend SOA Council meetings (so that liaisons aren't needed)? Would be non-voting meeting participants
- i. Andrew: this would allow chairs to feel more involved/invested in what's going on in SOA and how their role as committee chair relates
 - ii. MAC has a model that involves committee chairs in leadership conversations, listservs, etc.—could be a model for SOA(?)
 - iii. Add committee chairs to existing Council listserv/Google group
 - iv. Would the additional meetings and responsibilities for committee chairs need to be phased in, or could this just be started now?
 - v. Add committee meetings back onto the agenda for the annual meetings
 - vi. Could be scheduled during a particular session time, with each committee schedule during a different session
 - vii. OHLA has an effective model where committee chairs participate in leadership meetings
 - viii. MAC has a model where the whole leadership meets in person twice a year; committee chairs can choose to attend but not required
 - ix. We could transition to two main types of meetings Council participates in: SOA leadership meeting (all Council + committee chairs) vs. SOA Council or SOA Executive (just elected Council members—when needed)
- e. If Council members were not committee liaisons, their roles would be to do org-wide level work (like the strategic plan, developing the foundation, etc.)
- i. Council member liaisons could still be on the committees as a point person for Council, but have less responsibilities for committee activities

- f. ALAO president sends letters to new committee chairs when their role starts outlining their responsibilities, terms, etc.; SOA might want to do this?
- g. SOA Council quorum definition is different in different documents—this needs to be followed up on (definition needs to be clarified)
- h. What is the actual number of Council members needed? (i.e. if we had two fewer Council members, those roles could phase into committee co-chairs)
 - i. President and VP are not staggered terms (they start at the same time)
 - ii. Should the VP role become a president-elect role?
 - iii. Terms could be shortened from 2-year to 1-year so that the full matriculation from VP to President to Past President becomes a 3-year cycle instead of 6-year
 - iv. Should committees adopt this model, too?
 - v. VP could be chosen by Nominating committee from pool of recent Council members (would help with vetting to get a qualified VP/Pres candidate)
 - vi. Past President also assumes role as chair of Nominating Committee
- i. Annual business meeting:
 - i. When during the day should it be scheduled? (not last)
 - ii. Remove committee updates from business meeting; keep scope to just old & new SOA business (committee updates can go out via the list)
- j. Janet advocates SOA develop standing rules in addition to by-laws, to better document activities and requirements, and to move things that shouldn't require the full vote of the membership to standing rules
 - i. Natalie could share OHLA's recent document as an example
- k. Can we consider a change to when/how voting for the membership occurs so that it doesn't have to occur only at the annual SOA conference?
 - i. Can we do some kind of virtual voting?
 - ii. Changes to the by-laws to allow virtual voting (i.e. to stop limiting to only at annual meeting) would need to be in place before end of January 2019 because that's when names of nominees need to be in
- l. **Outcome: committee chairs will now participate in Council meetings; every committee will have co-chairs**

that run staggered, two-year terms; changes will go into effect in May 2019

- i. **Committee chairs/co-chairs will be added to the Council listserv ASAP**
- ii. Info about the changes will go out to the membership via listserv
- iii. Bylaws will need to be updated to be ready to go before the membership in May; work will start on this soon
- iv. **Janet would talk to Betsy Hedler about options to do a ‘virtual’ business meeting so that a vote could occur to remove the limits to membership voting only occurring at the annual conference**

3. Strategy 3: Renaming of PIC to Marketing and Communication

- a. PIC has discussed; no real feedback from the committee
- b. If name becomes Marketing and Communication, what happens to the newsletter (because that activity is both marketing and communication)?
- c. The newsletter editor could become ex-officio to this committee
- d. Andrew (as committee chair) advocates for name change; committee needs new/better sub-structure
- e. Committee could have three sub-chairs/divisions: Publications, Social Media, and Website/Listserv
- f. EPC has a member who does marketing/communication for the annual conference
- g. Robin motions to change committee name to Marketing and Communication Committee
 1. Mark seconds, motion carries

F. Committee calendars

a. Advocacy & Outreach

- i. Current task outline sounds good to everyone
- ii. Suggestion to address committee membership to make sure that all areas of the state are represented
- iii. Expand passport program to a statewide program
- iv. History Day: improve communication/connection between local educators and local repositories
- v. Participate more in Twitter advocacy days; increase social media communication between SOA member repositories
- vi. Explore options to push more content to the public (i.e. non-SOA members) via social media: use Twitter/Instagram & host takeovers for repositories/students/etc.
- vii. Recruit student members to committee (work w/Membership on this)

b. Awards

- i. Current looks good to all

- c. **Nominating Committee**
 - i. Current document looks good to all
 - ii. Suggestion to cut institutional membership level (because there is limited benefit/need at this point)
 - iii. How to get voting to be members-only? Start putting ballots in member folders? Voting when you check in? Voting online only?
 - iv. Current by-laws allow for nominations from the floor for candidates at time of vote, will need to determine appropriate alternative (write-in?)
- d. **Membership**
 - i. Current document is good
- e. **PIC**
 - i. Add call for awards nominees to calendar
 - ii. PIC calendar in general can now be better filled in because of all of the other committees' calendars clearly outlining what they do when
 - iii. Otherwise, current document looks good
- f. **Educational Programming (EPC)**
 - i. Newsletter schedule dictates a lot of EPC scheduling (because the info needs to be in the newsletters)
 - ii. Need more email templates for activities throughout the year
 - iii. Otherwise, outline is good; document forthcoming
- g. **Newsletter**
 - i. Kayla has an outline; she'll add documents to Google drive
- h. **President's timeline**
 - i. Inviting the annual conference plenary speaker is usually not the President's role (should remove)
 - ii. Otherwise, looks good
- i. **Other Council officers still need to do their timelines** (but need to hold off until revisions are finalized): Mark, Janet, Kristin
- j. **Now need to combine all of the committee timelines into one document; Natalie volunteers**
 - i. Everyone will get their documents onto the Google drive to facilitate; will start by making the committee timelines available as-is while work is ongoing to create the merged one
 - ii. ALAO has a perpetual/merged calendar; the full calendar is reviewed at monthly meetings to check in on all activities concurrently; we would like to adopt similar for SOA (via shared Google calendar)